

# Workplace Alaska

## Class Specification Facilities Supervisor

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| <b>Created:</b><br>03/31/2005 by Pat Koslovich | <b>AKPAY Code:</b><br><b>Class Outline Cat:</b> | <b>Class Code:</b><br><b>Class Range:</b> | RR8002N<br>NR 15 |
| <b>Finalized on:</b>                           | <b>Approved by:</b>                             | <b>Class Status:</b>                      | Active           |
| <b>Category:</b> Professional                  | <b>Class Title:</b> Facilities Supervisor       |   |                  |
| <b>Original Date:</b> 03/31/2005               | <b>Use MJR Form:</b> Alaska Railroad            |   |                  |

**Original Comments:**

**Subsequent Revision Dates/Comments:**

**Last Update:**                      **EEO4:** 2                      **SOC:** 11-9021                      **Census:**

**Last Update Comments:**

### Definition:

Ensure ARRC facilities are constructed, inspected and maintained in accordance with AREA and ARRC standards, regulatory requirements, and applicable building codes.

### Distinguishing Characteristics:

### Examples of Duties:

Supervises a staff of Foremen, Work Leaders, Electricians, Plumbers, Boiler Plant Operators, Carpenters, Welders, Equipment Operators, and Helpers. This staff operates boiler plants and performs construction and maintenance of office, shop, bridge, and dock facilities on the south end of the Railroad (Hurricane South). Prioritizes work and ensures safe and timely completion of work. Administers ARRC policies and procedures for group. Directs work to minimize costs, interface with other facility users, and to ensure safe and timely completion of construction projects. Directs employees in the safe and efficient discharge of duties. Organizes construction and maintenance projects. Tracks costs for projects and ensures quality work, timely completion, and cost control. Assists in development of annual and capital budgets. Ensures compliance with building and operating permits for construction and maintenance activities. Manages inventory and insures availability of necessary supplies, parts and equipment. Works with ARRC and/or contract technical staff to provide proper permit applications and working drawings for construction and maintenance projects. Works with PETS Division to prepare specifications and general design for third party contractors. Participates in contract bid and award. Coordinates contractors' work in ARRC facilities, ensuring work is integrated into ongoing ARRC operations. Provides supervision and support to special projects in the Maintenance department. Represents ARRC with utilities. Responsible for safe, reliable distribution of utilities (gas, electricity, water, etc.) at ARRC facilities. Resolves utility issues and establishes cost control over utility projects and usage. Ensures compliance with regulatory issues such as asbestos abatement, storm water discharge, and building codes. Participates in team effort by performing other duties as assigned.

### Knowledge, Skills and Abilities:

FACTOR 1: Technical and Operational Knowledge

High school diploma or GED equivalent required. Eight years progressively responsible experience in facilities construction, maintenance, and/or project management required. Minimum four years experience in facilities management preferred. Formal education and/or training in the facilities area preferred. Knowledge of supervisory principles and practices required. Knowledge of building systems, maintenance and construction techniques required. Must possess good oral and written communication skills. Must possess relevant computer skills to include good working knowledge of word processing and spreadsheet applications. Must have a valid driver's license. Must have, or be able to obtain as required, an ARRC track car operator's license.

FACTOR 2: Analytical Skills & Impact

Develops alternative solutions, interfaces with users, maintenance workers, and equipment manufacturers to determine the best solution. Allocates manpower and materials to achieve maintenance goals most effectively. Directs maintenance contractor work efforts. Ensures quality of work and timely completion. Ability to understand and apply AREA and ARRC standards, regulatory agency requirements and applicable building codes. Responsible for a budget of approximately \$3 million annually. Maintains major ARRC facilities critical to ARRC's mission. This position actively commits ARRC manpower and financial resources to allow key activities to take place.

FACTOR 3: Supervision and Control

Supervises a staff of 15 to 20 employees (foremen, work leaders, electricians, plumbers, boiler plant operators, equipment operators, carpenters, welders, and helpers). Directs interface with other ARRC crafts and contract forces. Reports to the AVP, Maintenance.

FACTOR 4: Communication

Contacts are with supervisor, subordinate staff, shop superintendents, utilities personnel, contractors, vendors, regulators/building officials, the public and other railroad personnel. Contacts are for the purpose of determining construction and maintenance problems and solutions, coordinating maintenance activities, and administering ARRC policies and procedures.

#### **FACTOR 5: Working Conditions**

Position is based in Anchorage. 50% office environment, 50% other locations to include outdoors (shops, docks, bridges). Requires regular travel to ARRC line points system-wide. May be subjected to adverse weather conditions when working outdoors. Must be able to climb and crawl to inspect ARRC or contractor work. Must practice safe work procedures to avoid injuries from falls, water, electricity, high pressure steam, confined spaces, etc.

#### **Minimum Qualifications:**

High school diploma or GED equivalent required. Eight years progressively responsible experience in facilities construction, maintenance, and/or project management required. Two years of supervisory or lead experience is required. Minimum four years experience in facilities management preferred. Formal education and/or training in the facilities area preferred. Must possess good oral and written communication skills. Must possess relevant computer skills to include good working knowledge of word processing and spreadsheet applications. Must have a valid driver's license. Must have, or be able to obtain as required, an ARRC track car operator's license.

#### **Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

#### **Special Note:**

#### **Minimum Qualification Questions:**

Did you answer 'yes' to all the above questions?